

~~CONFIDENTIAL~~

Report for Week Ending 3 October 1956  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Numbered Projects

No change in status

General Activity and Information

25X1A9a

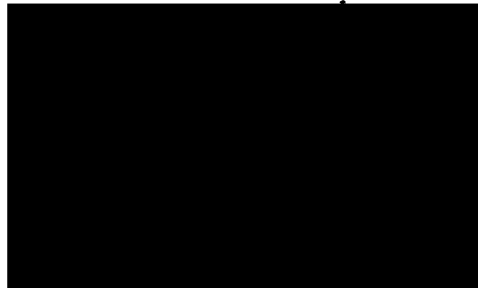
Reported to Mr. [REDACTED] O&M DD/P area, on those reports cancelled or revised during the DD/S reports survey.

Continued to work with Reports Management Officers for Logistics, Personnel, and the Comptroller, who are developing lists of reporting requirements. Twenty-one requirements which were missed in the initial inventory have been picked up. There are now 254 known requirements in the headquarters reports inventory.

Tested a high quality 25% rag content manifold Letterex set and discussed its procurement with the Letterex people. Thirteen clear copies (including the original bond) were produced on a manual typewriter. Use of this special manifold in selected areas will be studied.

Was informed by the Letterex people that pink Letterex has now been made a Federal Supply Service stock item. We assume this resulted from our recommendation last August.

First draft of the pamphlet "So You Have A Space Problem" is about 75% complete.



25X1A9a

~~CONFIDENTIAL~~